



Job Posting

Job Title: Restorative Practices Facilitator
Job Status: Part-time, Seasonal, Non-exempt, & Hourly

STATEMENT OF THE JOB

Responsible for facilitating Restorative Conferences and Mediation with youth and adults in a school-based setting. Responsibilities include, but are not limited to, working directly with youth and adults to resolve conflict, building positive relationships with school staff, and promoting the program within the school. Will be working minimum 15 hours/week, split between two high schools, with the potential for additional, limited, varied hours each week for casework, supervision, support of staff in middle and elementary schools, and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the implementation and outcomes of the program
- Document student agreements and complete follow-up tasks in a timely and organized fashion
- Collect outcomes data for conferences/mediation and follow-ups
- Work effectively with school staff
- Effectively promote the use of the program within assigned schools
- Assess severity of cases to determine 211/Helpline referrals and/or referrals to counselors
- Process conference/mediation intakes with students and staff

REQUIREMENTS

- High School Diploma/GED
- Must complete 24 hour Restorative Conference/ Mediation Training through Gryphon Place
- Must have reliable transportation
- Valid Drivers License
- Must be available minimum 20-22 hours each week between the hours of 8:00 am – 2:00 pm Monday through Friday, with at least three hours of availability each week day

KNOWLEDGE / SKILLS / ABILITIES

- Ability to work effectively with youth
- Excellent organizational and record keeping skills
- Ability to organize and prioritize cases
- Ability to work independently and exercise judgment
- De-escalation skills
- Problem solving skills
- Ability to work effectively with people of diverse cultural backgrounds
- Restorative Philosophy and Conferencing training will be provided.

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, race, religion, sexual orientation, veterans' status. EOE

Apply with resume and cover letter no later than Friday, July 20, 2018.

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